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# ST. LUKE'S HOSPITAL FOR LUNATICS.

## General Regulations

FOR THE  
GOVERNMENT OF THE HOSPITAL.

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L. S.

*Whitehall, 6th August, 1856.*

## ST. LUKE'S HOSPITAL.

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## GENERAL REGULATIONS.

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1. THIS HOSPITAL shall be under the direction and control of its Governors in General Court assembled.

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### G O V E R N O R S .

2. Every person, except an Officer of the Hospital receiving salary, who shall pay to the Treasurer for the use of the Hospital, the sum of Thirty Guineas or upwards in one payment, or be appointed by the General Committee in pursuance of the powers hereinafter given to them;—shall be admitted a Governor of this Hospital, and shall be entitled to recommend Patients for admission, to attend the General Courts, and to vote on all occasions.

## S U B S C R I B E R S .

3. Every person who shall pay to the Treasurer, for the use of the Hospital, the sum of Ten Guineas in one payment, shall be termed a Subscriber, and shall be allowed to recommend Patients for admission, but not to attend the General Courts, or to vote on any occasion.

See Appendix.

4. Any Subscriber of Ten Guineas, may complete his qualification as a Governor, at any future period, by donations of not less than Ten Guineas at one time.

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## G E N E R A L   C O U R T S .

5. A General Court of the Governors shall be held in every year, on the third Wednesday in the month of February, unless Ash-Wednesday shall fall on that day, in which case it shall be held on the Wednesday next following, and at such other times as the President or the Treasurer may appoint, or whenever the same may be required to be held by a resolution of the Committee, or by a requisition in writing, signed by at least seven Governors, and every General Court shall consist of seven Governors at the least.

6. At the Annual General Court, a President, six Vice-Presidents, a Treasurer, a General Com-

mittee, and a Committee of Audit, shall be elected for the year ensuing, and also, should it be deemed expedient, a Consulting Physician.

7. Three days' notice at least of every General Court shall be given in one or more of the London newspapers, and shall be sent by the post to every Governor, which notice shall contain the business intended to be then considered; and no other business shall then be brought forward.

8. No money received for the use of this Hospital, shall be expended in entertaining the General Court or the Committee at any of their meetings at the Hospital.

9. No Regulation shall be made, altered, or repealed, but by the majority at a General Court of Governors duly convened pursuant to the 5th Regulation, and no new Regulation so made, altered, or repealed, shall take effect, until confirmed at a succeeding General Court, to be specially convened for that purpose, nor until the same shall have received the approval of the Secretary of State.

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#### THE TREASURER.

10. The Treasurer shall have power to receive all benefactions, annual subscriptions, debts,

legacies, and other revenues of this Hospital, and to give discharges for the same. He shall cause books to be kept with such Bankers as shall be approved by the General Committee for receiving contributions to this Hospital. He shall have power to pay such sums as shall be ordered by the General or the House Committee. He shall lay before the Committee of Audit in the month of January in every year, a statement of the revenue and expenditure of the Hospital, for the year preceding, made up to the 31st December, together with the vouchers relating thereto. He shall report at every monthly meeting of the General Committee all sums received or paid during the preceding month, in order that the same may be entered in the several books kept for that purpose. All securities upon the admission of patients, or for the fidelity and good behaviour of any officer or servant, and all contracts with tradesmen or others, shall be taken and made in the name of the Treasurer for the time being. He shall have power to summon the General Committee to meet as often as he shall see cause. And he shall be the Chairman of all Committees.

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#### AUDITORS.

ii. The Committee of Audit shall consist of five Governors (not being of the General Com-

mittee), three to form a quorum, who shall examine and audit the accounts relating to this Hospital, which shall be laid before them by the Treasurer, made up to the 31st December in every year, pursuant to the 10th Regulation, and shall report thereon, to the Annual General Court.

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## THE GENERAL COMMITTEE.

12. The General Committee shall consist of See Appendix. the President, Vice-Presidents, and Treasurer for the time being, and of Thirty other Governors elected for that purpose, at the Annual General Court.

13. The General Committee shall meet at the See Appendix. Hospital or elsewhere, on the Second Thursday in every month, and at such other times as they, the Treasurer, or any Sub-Committee, shall appoint, whose duty it shall be to conduct the affairs of the Hospital, and superintend the general management and concerns thereof; five members to be a quorum.

14. The General Committee shall have power to appoint as Governors the Executor or Executors of the Will of any person who shall have bequeathed to this Hospital any legacy which may appear to them of sufficient amount to require such distinction.

15. All purchases of provisions, and other supplies for the Hospital, shall be made as often as possible by contract. But no contract shall be made, by which any member of the Committee shall be directly or indirectly interested or concerned. Every Officer or Servant who shall take any fee, gratuity, or reward, directly or indirectly, from any contractor, tradesman, or other person dealing with this Hospital, or from any patient, or friend of any patient, in respect to any service done, or to be done, shall forthwith be discharged and rendered incapable of being received again into the service of this Hospital.

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### ELECTIONS.

16. All Officers, except those who are honorary, shall be elected by the General Committee, who shall investigate the testimonials and qualifications of the candidates, in order that the services of the most efficient Officers may be obtained, and that success may not depend on the exertions used in a canvass.

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### THE HOUSE COMMITTEE.

17. The General Committee shall be divided into six parts, each part to be summoned to attend, in monthly rotation, at the Hospital, every Friday,

and shall constitute, together with the Treasurer, the House Committee; the duty of which shall be,—to admit and discharge Patients, inspect the Establishment, audit weekly Bills, and dispatch ordinary and casual business; and the minutes of its proceedings shall be submitted for approval to the General Committee.

18. The House Committee shall meet at the See Appendix. Hospital every Friday, at eleven o'clock (excepting Good Friday and on Christmas-Day when it falls on a Friday, in which cases the Patients will be admitted on the Thursday preceding), to receive and consider applications for the admission of Patients; and Patients must be brought to the Hospital on that day, before half-past Ten o'clock in the morning. The Resident Medical Superintendent shall, in urgent cases, be empowered to admit Patients (not otherwise disqualified by the Rules of the Hospital), on any day in the week, subject to the approval of the House Committee at their next meeting.

19. The House Committee shall have power to relieve any patient, at his or her discharge, with any sum not exceeding twenty shillings.

20. The House Committee shall inspect every part of the Hospital, at least once a month, and

record, in the Book kept for that purpose, the condition in which they find the Establishment, together with such suggestions for its improvement as may have occurred to them during inspection. And for the purpose of securing vigilance on the part of all the Officers and Attendants, a like inspection shall be made at some uncertain time, by one or more of the Committee, once, at least, in every three months.

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#### THE SECRETARY.

21. The Secretary shall summon all General Courts and Committees, and shall attend the same, and take minutes of the proceedings thereof, and shall fairly enter them, and the names of the Governors then present in the respective Minute Books, before the next Meeting of every such Court or Committee, when he shall read the same previously to any other business, and the minutes, when confirmed, shall be signed by the President, or the Chairman for the time being.

22. He shall conduct generally the correspondence of the Hospital; and shall keep such books, and perform such other duties as shall be ordered and directed by the General Courts and Committees.

## PATIENTS.

23. All Lunatics, presumed to be curable, shall Also see Rule 32. be eligible for admission into this Hospital for maintenance and medical treatment, excepting those who are disqualified by the following rules :—

### RULES RENDERING PATIENTS INADMISSIBLE.

- I. The possession of sufficient means for decent support in a Private Asylum.
- II. Having been Insane more than twelve calendar months.
- III. Having been discharged uncured from any other Hospital for the Reception of Lunatics.
- IV. Being subject to Epilepsy, Apoplexy, Organic Disease of the Brain, Paralysis of the Insane, or being in a state of Idiotcy.
- V. Being Pregnant.
- VI. Being under the Age of 12, or above 70 years.
- VII. Being brought in a state of infectious disease, or extreme debility, or in a dirty condition, or without a proper supply of clothing.
- VIII. Being in the receipt of Parochial Relief or Alms from his or her parish.

Every Person who, through mistake, misinformation, or otherwise, shall have been received into

the Hospital as a Patient, and found subject to any of the above disqualifications, shall be reported to the House Committee, in order to be discharged.

**See Appendix.** The House Committee assemble at the Hospital every Friday morning, at Eleven o'Clock precisely, for the purpose of receiving and considering Applications for the Admission of Patients, except on Good Friday, or on Christmas Day when it falls on a Friday, when the Patients will be admitted on the Thursday preceding.

**See Appendix.** 24. Upon the admission of every Patient, or previously thereto, an agreement in the words set forth in the form of application for admission shall be entered into by two substantial housekeepers, binding themselves in the penalty of one hundred pounds, to remove such Patient from the Hospital within seven days next after notice given to them for that purpose by the Secretary of the Hospital ; and every such Agreement shall contain, at the foot, a certificate in writing, from the Officiating Minister of the Parish in which they reside, of the respectability of the proposed Sureties ; or the Sureties may attend at the Hospital on the morning of the day of admission, and enter into such agreement accordingly. But no Governor of this Hospital shall be Surety for any Patient.

25. Every Patient admitted as curable may remain and be wholly maintained at the expense of the Hospital for twelve months, if recovery at an earlier period do not take place; the House Committee having power to extend, for a specified period, not exceeding six months, the continuance of any Patient on the Books of the Hospital, when there is reason to believe that benefit will result from such extension.

26. All Patients on admission shall be bathed See Appendix. in warm water (unless the contrary be ordered), and shall be carefully examined, and a particular record shall be made of the condition of their persons at that time, by or under the authority of the Resident Medical Superintendent.

27. No Patient shall be placed under mechanical restraint, or in seclusion, without the previous authority of the Resident Medical Superintendent; and a Register shall be kept, in which every case of such restraint or seclusion, and the reasons thereof shall be immediately and fully recorded, and such Register shall be laid before the House Committee at every meeting.

28. No provisions, fruit, or liquors, under any pretence, shall be given to Patients by their friends, without the permission of the Resident Medical Superintendent.

29. No extra diet shall be allowed for any Patient, without the written authority of the Resident Medical Superintendent.

30. All discharged Patients shall be removed by their sureties within six days after notice to that effect; and a return of those not so removed shall be laid before the House Committee at its next meeting.

31. The House Committee shall be empowered to receive again immediately into the Hospital any Patient who shall have been discharged cured, in case such Patient shall relapse within two months, upon a fresh application and certificates being brought with the Patient.

See Appendix.

32. The House Committee shall be empowered to take in by rotation as Boarders, such Patients as have been, or shall be discharged uncured from this Hospital (except as herein-after mentioned) not exceeding one hundred, and for every such Patient there shall be paid seven shillings per week; and no uncured Patient shall be received into or kept in the Hospital unless supplied with sufficient clothing, or unless the friends agree that the same shall be provided by the Hospital at their expense.

33. No Patient shall be re-admitted as a Boarder, who shall, after leaving the Hospital, have become either wholly or in part chargeable to a Parish.

34. The relatives and friends of the Patients, not exceeding two at the same time, shall be permitted to visit the Female Patients, on the first and third Wednesdays, and the Male Patients, on the second and fourth Wednesdays in every month, for one hour only, between the hours of Ten and Twelve o'clock in the forenoon. No visitor shall be permitted to see a Patient, if the Resident Medical Superintendent consider that the visit will prove injurious to the Patient. All visitors must leave the Hospital by Twelve o'clock. Patients may be visited on Sundays, in urgent cases, by special permission of the Resident Medical Superintendent, or on the written order of any Member of the House Committee.

35. All Patients who are able, or fit so to do, shall attend Divine Service in the Chapel.

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#### PHYSICIANS.

36. No gentleman shall be eligible to become a Candidate for the office of Physician, who is not a Fellow or Member of the Royal College of Physicians in London.

37. Every person acting as Physician to any other Hospital or Infirmary, shall, prior to his Election as Physician to this Hospital, enter into a written agreement to decline (if and when required by the General Committee so to do), any further attendance on such other Hospital or Infirmary.

38. The Physicians shall attend this Hospital every weekly Committee-day, to assist the Committee in the admission of Patients, and on two other days in the week, at least, and as often at other times as there shall be occasion.

39. Each of the Physicians shall be empowered to take six Pupils into the Hospital, and to select Clinical Clerks from Pupils of good moral character, who have passed their examination at the College of Physicians or Surgeons, or at the Apothecaries' Hall, but such Clinical Clerks shall not be permitted to enter the Wards, unless accompanied by one of the Physicians, by the Resident Medical Superintendent, or by one of the Attendants.

40. No Physician, Surgeon, or Medical Superintendent shall officiate in the place of the established Physicians, Surgeon, or Medical Superintendent, without first obtaining the consent of the General or House Committee.

## THE SURGEON.

41. No Gentleman shall be eligible to become a Candidate for the Office of Surgeon who is not a Fellow of the Royal College of Surgeons of England.

42. The Surgeon shall attend the Hospital every weekly committee-day, and as often otherwise as there shall be occasion.

43. In the event of the death of any Patient taking place suddenly, or from suspected violence, it shall be the duty of the Surgeon to attend a *post mortem* examination of the body of such Patient; and to make a report of such examination in a book to be kept for that purpose, prefaced by a statement of such particulars of the Patient's case as shall have been supplied by the Resident Medical Superintendent.

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THE RESIDENT MEDICAL  
SUPERINTENDENT.

44. No Gentleman shall be eligible to become a Candidate for the Office of Resident Medical Superintendent, who is not a Fellow or Member of the Royal College of Surgeons of England, and a

See Appendix.

Licentiate of the Society of Apothecaries, and who has not completed the thirtieth year of his age.

45. He shall be under the control of the General and the House Committees, and shall attend every House Committee, and submit for consideration any suggestions that he may from time to time deem necessary or expedient for the well-being of the Patients. In the intervals between the Meetings of the General and House Committees, the Resident Medical Superintendent shall, in the event of his requiring any special authority or instruction, not provided for by the Regulations of the Hospital, apply for such authority or instruction to the Treasurer, or in his absence from London, to any Member of the House Committee.

46. He shall devote the whole of his time to the service of the Hospital, and shall not engage in private practice, or in any other business not connected with the duties of his office, and shall not, directly or indirectly, have any interest in, or connexion with any other Establishment for the reception of the Insane.

47. In the event of his desiring at any time leave of absence from his duties, he shall apply to the House Committee for such leave, and shall obtain the services of a duly qualified Medical Practitioner, who shall reside in the Hospital during

his absence, and whose engagement as his substitute shall be subject to the approval of the House Committee.

48. He shall constantly reside in the Hospital, and shall never be absent therefrom, except under the provisions of the 47th Regulation, without leaving word with the Steward, or in his absence, with the Gate Porter, where he is likely to be found, or to whom application may be made during his absence for Medical or Surgical assistance, if suddenly required.

49. Subject to the control of the General or House Committee, he shall have paramount authority over every Officer resident in the Hospital, in respect of the Medical and Moral care and treatment of the Patients, and shall be responsible for the general condition of the Hospital.

50. He shall superintend and conduct the whole Moral, Medical, Surgical, Dietetic, and Pharmaceutical Treatment of the Patients, subject to the orders of the General or House Committee, and to the advice and approval of the Physicians or Surgeon of the Hospital, whose attendance he shall request, and whom he shall respectively consult, in the event of any Patient suddenly becoming dangerously ill, or requiring Surgical treatment.

51. He shall have full power and authority to engage upon trial all Male and Female Attendants or Servants having the charge of Patients, duly reporting every such engagement to the next House Committee for confirmation and appointment; and he shall have power to suspend for misconduct all such Attendants and Servants; duly reporting all the circumstances of such suspension to the House Committee at their next meeting for their final decision.

52. He shall regulate the Diet for the sick and infirm Patients, and shall direct the classification and distribution of the Patients in the respective Wards and sleeping rooms, and shall visit all the Patients at least once a day, and special cases as often as may be necessary.

53. He shall visit the Patients at night, at uncertain periods, not less than once a week; and in his night visits to the Female Patients he shall be accompanied by the Matron.

54. He shall immediately visit any Patient reported by an Attendant as requiring seclusion, or mechanical restraint.

55. He shall examine every Patient when admitted, and shall keep a Book, to be called "The Case Book," which shall contain an account of

every Patient admitted, the origin or nature of his or her Insanity so far as can be ascertained, a description of the medicine, or other remedies prescribed for the treatment of his or her disorder, and a statement of the progress and termination of the case.

56. He shall keep the "Medical Visitation Book," in the form prescribed by Act of Parliament, and shall read therefrom to the House Committee the deaths, injuries, and violence to Patients (if any) which may have occurred during the week.

57. He shall prepare weekly a Report which shall contain the names and dates of admission of Patients whom the Physicians may recommend to be discharged, stating the Wards in which such Patients have been placed; and he shall report the number of Patients (if any) who may have been under restraint or in seclusion during the week, and the actual number of Patients in the Hospital, and also the number of Patients permitted to take exercise beyond the limits of the Hospital.

58. He shall read to the House Committee on every Friday, his report of the particulars of any accident to, or escape, or death of any Patient under his care, any neglect or abuse on the part of

the Attendants or Nurses, and every important and unusual circumstance which may have occurred during the week.

59. Upon the death of any Patient in the Hospital, he shall institute, under the direction of one of the Physicians or of the Surgeon, a *post mortem* examination of the body, unless the Friends of the Patient shall object to such examination, and shall make a report of such examination in a book to be kept for that purpose; and he shall give notice of the time of every such examination to the Physicians and Surgeon of the Hospital; and in cases of violent or sudden death, he shall give immediate notice to some member of the House Committee, and to the nearest friend of the Patient.

60. He shall take care that the friends of Patients dangerously ill be invited to visit them without delay, and to remain with them, as far as may be practicable, during the continuance of such illness.

61. He shall take care that lists be prepared of all Patients who are suicidal, or subject to any disease or habit requiring particular attention; such lists to be delivered to the Attendants in each ward, for their guidance, and to be corrected from time to time, with every change of Patients.

62. He shall point out to the Chaplain such Patients as he may deem unsuitable for deriving benefit from religious instruction, and shall allow Patients, at reasonable times, to see Ministers of their own persuasion.

63. He shall attend Divine Service in the Chapel with the other Officers, Patients and Servants.

64. He shall perform such other Duties (being consistent with the present Regulations) as shall from time to time be ordered or directed by the General Courts and Committees.

65. He shall, in conjunction with the Physicians, prepare for the Annual General Court of the Governors, a Report, shewing the general state and management of the Hospital, and condition of the Patients during the preceding year.

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#### THE DISPENSER.

66. The Dispenser shall attend at the Hospital daily (Sundays excepted), at such hours as the General or House Committee shall appoint, to prepare and make up Medicines under the direction of the Resident Medical Superintendent.

67. He shall possess a sufficient knowledge of the Latin language to qualify him for the duties of his office.

68. He shall have been in the habit of compounding and dispensing Medicines for at least Three years prior to his appointment.

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### THE CHAPLAIN.

69. The Chaplain shall be a Clergyman of the Church of England in Priest's Orders.

70. He shall read prayers on every week-day in the Chapel of the Hospital, to such Patients as may be allowed by the Resident Medical Superintendent to attend the service, at such an hour in the morning as may be approved by the House Committee.

See Appendix.

71. He shall read prayers twice, and preach one sermon on every Sunday in the year, on Good Friday, and on Christmas Day, at such hours of the day as may be approved by the House Committee, and he shall administer the Sacrament of the Lord's Supper once a month.

72. He shall visit in the Wards of the Hospital, all the Patients, except those who shall have been

reported to him by the Medical Officers, as being unsuitable for deriving benefit from religious instruction.

73. He shall keep a Journal, in which he shall enter the time when Divine Service is performed each day, together with the number of the Male and Female Attendants and Patients present on each occasion ; and shall also enter the times when he makes visits to the Wards ; which Journal shall be laid before the House Committee at their weekly meetings.

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### THE MATRON.

74. The Matron shall be under the control of the General and the House Committees ; and shall conform in every respect to the Regulations and Orders which shall from time to time be in force in the Hospital.

75. She shall act as Housekeeper, and be responsible as such for the cleanliness and good order of the Hospital, with respect to its domestic arrangements ; and shall have control over all the Female Attendants and Servants, so far as relates to propriety of conduct, and manner of performing their duties.

76. She shall visit the Wards and Apartments on the Women's side of the Hospital in the forenoon of every day, and at such other uncertain times during the day as may be necessary, so as to see every Female Patient twice in every day, and shall see that the Female Patients are kept clean, and that their Linen, Sheets, and Bedding are as often as may be needful changed, and that the Wards and Apartments are kept clean and in neat order, and shall report to the Steward any minor repairs which may appear to be required, or any deficiencies in the supply of Water.

77. She shall have the power to engage all Female Domestic Servants not having the charge of Patients, duly reporting every such engagement to the next House Committee for confirmation or otherwise, and she shall have power to suspend all such Servants until the next meeting of the House Committee.

78. She shall visit the Wards on the Women's side at night at such hours as, in her discretion, she may think expedient at uncertain periods, but once a week at the least.

79. She shall never absent herself from the Hospital for a night, without the previous consent of the Chairman, or one of the Committee, and

communicating with the Resident Medical Superintendent.

80. She shall exercise all due vigilance to see that the Female Attendants are kind and attentive to the Patients under their charge, and shall minutely investigate any complaint made to her by any Patient, reporting the same to the Resident Medical Superintendent, and also to the House Committee, as occasion may require; and shall in like manner report any neglect or irregularity which may come to her knowledge.

81. She shall not remove any Patient or Attendant from one Ward to another without the previous consent of the Resident Medical Superintendent.

82. Under the direction of the Resident Medical Superintendent, she shall assist in carrying into effect such classification or arrangement of the Female Patients as may be found necessary.

83. She shall provide for the Female Patients, such amusement or occupation as the Committee, or the Resident Medical Superintendent may direct.

84. She shall inform the Female Attendants, Nurses, and other Servants, that they will be held

responsible for the loss of any article of Linen or Clothing entrusted to their care.

85. She shall keep a Book containing Lists of the Clothing and other property belonging to the Patients, as well as of such articles as may be supplied from time to time by their friends, who shall be required to give proper receipts for the same upon the discharge of the Patients.

86. She shall visit the Laundry and Work-room every day at such hours as may be necessary ; and shall see that the Laundry Maids and Work-room Attendants are careful and attentive to their respective duties, and that proper checks are taken for the delivery and re-delivery of Linen to and from the Laundry.

87. She shall see to the cutting out and distribution of all articles for domestic purposes, such as Sheetings, Bedding, Blankets, Table Linen, or Patients' Clothing, and shall afford every encouragement to the Female Patients generally, for employing themselves in the Laundry or otherwise, as the Resident Medical Superintendent may direct.

88. On the first and third Wednesdays in every month, between 10 and 12 o'clock in the forenoon, when the female patients are visited by their friends, she shall be present to answer

enquiries, to check the introduction of articles improper for the patients, or presents to the Attendants.

89. She shall keep a Journal, in which she shall note down the number of Female Patients employed daily in each Department, and every circumstance of importance happening on the Women's side of the Hospital, and shall submit the same weekly, to the House Committee.

90. She shall not directly or indirectly have any interest in, or connexion with any other Establishment for the reception of the Insane.

91. She shall keep an Inventory of all the Hospital Property under her charge, and shall take Stock of the same once in every Six months, and shall report from time to time to the House Committee, what Articles in her Department are required for the use of the Hospital.

92. She shall take care that strict economy and regularity are maintained throughout the Hospital, and make a weekly Report of the state of her Department to the House Committee.

93. She shall keep a Book in which all sums of money, and other property found on any Patient on admission, shall be entered and certified by the

persons bringing such Patient, and countersigned by her, and she shall have the custody of such property, and lay the said Book before the House Committee at every Weekly Meeting.

94. She shall attend Divine Service in the Chapel with the other Officers, Patients, and Servants.

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#### THE STEWARD.

95. The Steward shall be under the control of the General and the House Committees ; and shall conform in every respect to the Regulations and Orders which shall from time to time be in force in the Hospital.

96. He shall carefully examine and see weighed, all Provisions sent in for the use of the Hospital, and shall keep an exact account thereof.

97. He shall see that the ordinary diet of the Patients is duly provided, and properly distributed to the several Wards, and that such extra diet is supplied and distributed, as may be ordered by the Medical Officers for the sick or weak Patients.

98. He shall have the power to engage all male

Domestic Servants not having the charge of Patients, duly reporting every such engagement to the next House Committee, for confirmation or otherwise; and he shall have power to suspend all such Servants until the next meeting of the House Committee.

99. He shall visit the Wards and Apartments on the Men's side of the Hospital in the forenoon of every day, and at other uncertain times, and shall see that they are kept clean and neat, that any minor repairs which may be required, or deficiencies in the supply of water, are immediately attended to, and that the Patients' Linen, Sheets and Bedding are duly changed.

100. He shall exercise all necessary vigilance in securing to the Patients kind and proper attention on the part of their Attendants; and shall minutely investigate every complaint made to him by any Patient, duly reporting the same to the Resident Medical Superintendent, and also to the House Committee as occasion may require; and shall see that the Servants in general perform their several duties.

101. He shall take care that no Beer, Spirituous Liquors, Fruit, or Provisions of any kind be brought into the Hospital by the Patients' Friends,

or other persons without the permission of the Resident Medical Superintendent.

102. He shall have the care and keep an Inventory of the Hospital Furniture, and account for the same when required, and shall take Stock once in every six months, and shall report from time to time to the House Committee what Articles in his Department are required for the use of the Hospital.

103. He shall keep the "Nightly Watch Duty Book," carefully recording therein any circumstance of importance occurring to any Patient during the night, or any omission of the Nightly Watch, in not marking the Tell-tales, duly reporting the same to the Resident Medical Superintendent ; and he shall keep the keys of, and regularly wind up the Tell-tale Clocks.

104. Under the direction of the Resident Medical Superintendent, he shall assist in carrying into effect such classification or arrangement of the Male Patients as may be found to be necessary.

105. He shall provide for the Male Patients such amusement or occupation as the Committee, or the Resident Medical Superintendent may direct.

106. He shall keep a Book of Admissions, con-

taining a record of the names and other particulars, of the curable Patients, and Boarders.

107. He shall receive all the money due for the Board of Patients, also all payments made on the admission of Pauper Patients, and shall account for, and pay over the same to the Treasurer at the end of every month ; and shall receive and account for all the money arising from the sale of Kitchen Stuff, Wash, &c., and shall pay over such money to the Treasurer at the end of every year.

108. He shall keep a Book of the Petty or House expenses, which shall be presented to the House Committee for examination, on the first Friday in every month, together with an account of such articles as may be required for domestic or other purposes.

109. He shall not directly, or indirectly have any interest in, or connexion with any other Establishment for the reception of the Insane.

110. He shall take care that strict economy and regularity are maintained throughout the Hospital, and shall make a Weekly Report of the state of his Department to the House Committee.

111. He shall attend Divine Service in the Chapel with the other Officers, Patients, and Servants.

## WARD ATTENDANTS AND SERVANTS OF THE ESTABLISHMENT.

112. There shall be a sufficient number of Male and Female Ward Attendants, and other Officers, Assistants, and Servants, at such salaries and wages, and for the performance of such duties, as shall be ordered and directed from time to time by the General or House Committees.

See Appendix.

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## GENERAL MANAGEMENT.

113. The Male and Female Patients shall be kept in separate Wards ; and no Male Attendant, Servant, or Patient, shall be allowed to enter the Wards appropriated to the Female Patients ; nor any Female to enter the Wards appropriated to Male Patients.

114. The convalescent and quiet Patients shall in general be separated from those who are refractory, noisy, or dangerous ; and the cleanly Patients shall be at all times separated from the dirty Patients.

115. An ample supply of Books and cheap Publications of a cheerful nature (in addition to Bibles and Prayer Books) shall be provided and kept up in case of destruction ; and various means of amusement shall be placed at the disposal of the Patients of both sexes, who shall be encouraged to have frequent recourse thereto.

116. The airing-grounds shall be accessible to the Patients for at least three hours in the morning, and three hours in the afternoon of every day, when the weather is favourable. Such Patients as the Resident Medical Superintendent may select, shall occasionally take walks beyond the boundaries of

the Hospital, and excursions into the country, and shall visit such places of public amusement, open in the day-time only, as he shall deem suitable, the Resident Medical Superintendent reporting the same in his Journal to the House Committee at their next meeting.

117. Upon every visit made by a male relative or friend to a Female Patient, the Matron or a Female Attendant shall accompany the Visitor, and remain in the room throughout the interview.

118. There shall be Nightly Watch Attendants, whose duties shall be regulated from time to time by the General or House Committees.

119. The Attendants shall be responsible for the cleanliness and general state of their respective Wards, and for the cleanliness, order, and regularity of the Patients under their care, and shall on no account strike, ill-use, irritate, or annoy any Patient; but, on the contrary, shall treat all under their charge with the utmost humanity, kindness, and forbearance.

*Approved,*

(Signed)

G. GREY.

*Whitehall,*

*6th August, 1856.*

## APPENDIX.

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### ADDITIONS AND ALTERATIONS TO RULES.

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RULE 4. And any Donor of Ten Guineas to the Funds of the Hospital, who by letter to the Treasurer or Secretary, shall express intention of contributing like amounts in each of the two years next following, so completing the requisite qualification, may be provisionally chosen a Governor, and be eligible at once to serve on the Committee.

*7th March, 1873.*

RULE 12. Vacancies occurring in the General Committee to be filled up from time to time.

*February, 1859.*

RULE 13. Altered to Friday.

*13th January, 1859.*

RULE 18. Altered to half-past 11 o'clock.

*13th January, 1880.*

RULE 23. Altered to half-past 11 o'clock.

*13th January, 1880.*

RULE 24. Bond to be given by Sureties on the reception of a Patient.

*8th December, 1871.*

RULE 26. The persons of every Patient (Male or Female) shall immediately after admission be carefully examined by the Head Attendant, in each division, who shall forthwith report in writing to the Medical Superintendent, the bodily condition of the Patient, and especially any bruise, injury or mark, which may have been observed in such examination; and it shall be the duty of the Medical Superintendent, upon receiving notice of the existence of any recent injury, or apparent bodily disorder, at once to make a personal examination of the Patient.

*9th May, 1866.*

RULE 32. Suspended.

*22nd April, 1858.*

#### NEW SCALE OF CHARGES.

THAT Curable cases not admissible as Free Patients, be admitted at 14s., 21s. and 30s. per week respectively.

That Chronic cases be admitted at 21s. and 30s. per week.

That Uncured Patients, viz., those who have been one year in the Hospital, be transferred to the 14s., 21s. or 30s. lists, according to circumstances.

*14th January, 1870.*

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RULE 44. Who has not both a Medical and a Surgical qualification, and is not duly registered under the Medical Act, and has not completed the 25th year of his age.

*9th April, 1875.*

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RULE 71. He shall also give such ministerial exhortations and assistance as the Patients may require, and shall administer the sacrament in the Chapel, and in the wards, to such of the Patients as are unable to attend the Chapel Service, at such times as he may think requisite.

*June 23rd, 1871.*

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RESOLVED 8th October, 1869, "That all Officers and Servants, resident within the walls of this Hospital, ought to be members of the Church of England, and that this rule be carried out in all future engagements."



# RULES

FOR THE

## RESIDENT CLINICAL ASSISTANTS.

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1. There shall be two Resident Clinical Assistants attached to the Hospital, who shall have obtained their Diploma to practise.
2. They shall be permitted to reside in the Hospital for a period, generally, not exceeding six months, and shall be provided with such apartments, rations and attendance, as the Committee shall consider desirable.
3. They shall be elected by the Committee, upon the recommendation of the Medical Staff, from Candidates whose Testimonials shall appear the most satisfactory.
4. Subject to the control of the General and House Committees, they shall be under the directions of the Resident Medical Superintendent.
5. When visiting the Patients in the Female Galleries, they shall be accompanied by one of the Attendants.
6. Their visits to the Wards shall be generally limited to the hours between 10 a.m. and 10 p.m.

7. They shall not prescribe any Medicines, nor make any alterations in the Dietary, nor order the removal of Patients or Attendants from one Gallery to another, excepting under the direction of the Resident Medical Superintendent.

8. They shall dispense the Medicines, and assist in keeping the Prescription Books, Diet Books, the Medical Visitation Book and Case Books, in making *post mortem* examinations, and in the general amusement of the Patients, and they shall render a willing and hearty assistance to the Resident Medical Superintendent in every way in which he may desire them so to do.

9. They are to take especial care, in the absence of the Resident Medical Superintendent from the Hospital, that one, at least, of them remain on duty in the Hospital during the time, and they shall not be absent therefrom after 10 p.m. without leave from the Resident Medical Superintendent.

10. On observing anything in the Wards which they consider irregular or improper, they shall forthwith report the same to the Resident Medical Superintendent, and generally they shall try by every means in their power to facilitate the well-being of the Hospital, and the happiness of the inmates.

13th December, 1873.

# DUTIES

OF THE

# Attendants and Servants.

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1882.



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## ST. LUKE'S HOSPITAL.

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### THE ATTENDANTS AND SERVANTS.

120. The Attendants and Servants shall commence their duties at six o'clock in the morning in the Summer, or earlier if required, and not later than seven o'clock, in the Winter.

121. No Attendant or Resident Servant shall be allowed to leave the Hospital without permission, in writing, stating for what time such permission is given, from the Superior Officer under whose general control such Attendant or Servant is placed.

122. Every Attendant may be permitted to be absent for half a working day once in each week, and for half every alternate Sunday, but in cases of emergency, they may be required to postpone their leave of absence.

123. Every Attendant and Resident Servant shall be in the Hospital punctually at the hour of ten o'clock at night, except those having special permission, who must return punctually at the hour specified on their Pass Tickets.

124. Every Attendant and Servant shall be responsible for the safe custody and proper use of the several keys, stores, and other things committed to their charge. Any Attendant or Servant permitting a Ward or gate key intrusted to his or her charge, to be in the possession of a Patient, or other person, will be subject to immediate dismissal.

125. Every Attendant and Servant is strictly forbidden, under pain of immediate dismissal, from accepting any fee, gratuity, or present of any kind ; or taking any perquisite of any description, or receiving money from any friend of a Patient, or from any Visitor to the Hospital, for any purpose or under any pretence whatever. All articles of clothing brought by the friends for the Patients, shall immediately be delivered to the Matron, for the purpose of being marked and entered in the book kept for that purpose, and shall on no account be given by the Attendants to the Patients.

126. Every Attendant or Servant by whose negligence or connivance a Patient shall escape

from the Hospital, shall be subject to immediate dismissal.

127. All the Attendants and Servants of the Establishment shall render a punctual and cheerful obedience to the Orders of their superior Officers ; and shall endeavour, by every means in their power, to carry the Regulations and Orders laid down for the good government of the Hospital into full effect. They shall report to the Superior Officer, under whose general control they are severally placed, every impropriety of conduct in any other Attendant or Servant that may fall under their observation ; and they shall prevent every description of waste.

128. No persons shall be permanently engaged as Attendants or Servants of the Hospital until after a trial of two months : and after appointment they shall each give or receive one month's notice prior to leaving their situations, and if they leave without such notice, except with the consent of the Treasurer, they shall forfeit all wages due to them at the time. This Order is not to apply to Attendants or Servants on trial, with whom one week's notice shall be sufficient, or to Attendants and Servants discharged for misconduct, who shall not be entitled to any previous notice.

129. Every Attendant and Servant on being appointed shall be provided with a Copy of their

Duties, and shall sign an acknowledgment of having received them, and an undertaking to abide by them ; and every Attendant or Servant who shall infringe any of the Regulations or Orders of the Hospital, or shall neglect any of the directions of their Superior Officers, shall be liable to immediate dismissal.

130. Every complaint by an Officer against any other Officer, Attendant, or Servant, shall be made in writing, prior to such complaint being considered ; and in the event of an Officer, Attendant, or Servant, having been suspended, the particulars of such suspension shall be stated at length.

131. Every Attendant and Servant shall attend Divine Service in the Chapel, as often as their duties will permit, and in rotation, except when otherwise ordered by the Resident Medical Superintendent.

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#### THE ENGINEER.

132. He shall take charge of and keep in good order the steam boilers, the pipes and apparatus connected therewith.

133. He shall insure a sufficient supply of steam to the cooking apparatus, laundry department, and hot water service.

134. He shall visit daily every Ward in the Hospital, to examine the water closets, urinals, cisterns, sinks, baths, and washing basins, and to see that they are all in clean and working order.

135. He shall report to the Steward any serious defects, and call the attention of the Attendants to any acts of mischief or carelessness which have led to injury of any kind.

136. He shall see that the whole of the steam or hot water pipes, cocks, taps, and joints, are perfect, and that no leakage is taking place.

137. He shall assist in the preparation of hot baths.

138. He shall repair any locks, bells, bolts, or other smith's work requiring reparation, and generally make himself useful under the direction of the Steward, and shall conform to all the regulations and orders of the Hospital.

139. He shall register the consumption of fuel connected with the steam boilers and ironing stoves.

140. He shall make a weekly report to the Steward of the state of all the works under his charge, which shall be laid weekly before the House Committee.

141. He shall examine daily those separate sleeping rooms which are artificially heated, and attend to the valves, so as to keep them, as nearly as may be, to the temperatures specified by the Resident Medical Superintendent.

142. He shall attend Divine Service in the Chapel on Sundays, whenever his duties will permit.

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### THE PORTERS.

143. The Gate Porter and Assistant Porters shall be on their Stations at six o'clock every morning in the Summer, and not later than seven o'clock, in the Winter. They shall not quit their Stations during any part of the day without the leave of the Steward, who is first to appoint a proper person to supply the place of him who is absent; and they shall remain on duty until eight o'clock every night.

144. Each Porter shall, in weekly rotation, act

as Gate Porter, from eight until ten o'clock p.m., when he shall deliver the Key to the Steward.

145. They shall be under the control of the Steward, and shall conform in all respects to the Regulations and Orders of the Hospital.

146. The Porter at the Gate shall not allow any Attendant or Resident Servant to quit the Hospital without permission, in writing, signed by the Superior Officer under whose general control such Attendant or Servant is placed, and stating for what time such permission is given; and he shall keep a Book in which he shall enter the time of departure and return of every such Attendant or Servant, which book is to be laid before the House-Committee weekly.

147. He shall not suffer any spirits, wine, beer, or other fermented liquor, to be brought into the Hospital for the Patients, Attendants, or Servants, on any account, except under the direction of the Steward.

148. He shall not suffer any fruit or provisions to be brought into the Hospital for Patients, nor permit any clothing belonging to them to be taken away without the authority of the Steward or Matron.

149. He shall not suffer any provisions or articles of Hospital consumption to be taken out of the Hospital, without the authority of the Steward.

150. He shall be at liberty to examine all parcels and bundles coming into or going out of the Hospital (except such as belong to the Medical Officers, the Steward, or Matron), and he shall report to the Resident Medical Superintendent, or the Steward, whenever he shall find any articles therein prohibited by the Rules of the Hospital. Any remissness in this part of his duty, will subject him to immediate dismissal.

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## THE ATTENDANTS.

### I. GENERAL DUTIES.

151. The Attendants, though responsible for particular Wards, shall be occupied in any manner, or in any part of the Establishment or grounds at the discretion of the Resident Medical Superintendent, but no Ward during the day shall ever, under any circumstances, be left without at least one Attendant in actual charge of it.

152. They shall devote the whole of their time during the day to the Patients, and shall execute

with care and diligence all the directions they shall from time to time receive respecting their treatment, medicine, food, dress, occupation, exercise, and amusement. They shall not be permitted to leave the Wards to see Visitors without special permission.

153. The Nurses shall not be allowed to sit in a separate room, or to perform any Laundry operations in the Wards, but after eight at night they may employ themselves in their own needle-work ; and with the permission of the Matron, the Patients may assist them in making their clothes ; but no article of clothing is to be made by the Patients for the Nurses until it shall be sanctioned by the Matron, entered in the Workmistress's Book, and the entry signed by the Matron.

154. Each Nurse will be allowed at the discretion of the Matron, to have her under clothing and one dress, washed for her weekly ; but all under clothing, whether having fancy work upon it or not, will be mangled and returned in a plain state.

155. The Attendants shall, unless directed otherwise by the Resident Medical Superintendent, bathe all Patients on admission, in warm water, and shall carefully examine them, and any sore, bruise, or unusual appearance observed, shall be immediately reported to the Medical Officers.

156. They shall be responsible for the cleanliness and general state of their respective Wards, and for the cleanliness, order, and regularity of the Patients under their care, and shall on no account strike, ill-use, irritate, or annoy any Patient ; but, on the contrary, shall treat all under their charge with the utmost humanity, kindness, and forbearance.

157. They shall remove into a bed-room, or a padded room, every Patient becoming dangerous or annoying to others, and not to be soothed or controlled by calmness or persuasion ; immediately after which they shall communicate the circumstance to the Resident Medical Superintendent.

158. One Attendant, at least, shall have the charge of each Airing-court during the hours in which they are accessible to Patients. In damp weather the Patients shall not be permitted to lie on the ground, and in very hot weather they shall be placed in the shade.

159. The Attendants shall report to the Resident Medical Superintendent or the Matron, all formal complaints made by the Patients.

160. They shall not permit any Patient to exercise any authority over any other Patient.

161. One Attendant on each side shall in rotation commence duty as Night Watch at Eight o'clock p.m., and remain on duty until Two o'clock the next morning, when he or she shall call the Attendant whose turn it may be to take the next Watch, which latter shall remain on duty until Six a.m.

162. The Chief Attendant in each Ward shall prepare, from time to time, lists of linen and other articles, prior to their being sent to the wash ; and on their return from the Laundry, such Attendant shall compare them with the list, and if there be any deficiency, shall make immediate enquiry for the articles missing.

163. The Attendant shall be responsible to the Steward for all furniture, clothing, bedding, and utensils, in their respective wards, in accordance with the Inventory with which they shall be provided ; and they shall from time to time, take to the Store-room all old and worn-out articles, for examination by the Matron or Steward, who shall give new in exchange for such as may be condemned.

164. They shall report to the Steward whenever any repairs are requisite in the wards.

165. They shall take care that after every meal,

all the plates, dishes, &c., that have been used, shall be washed; and that all knives, forks, and spoons, be cleaned, counted, and locked up.

166. They shall hold no correspondence respecting the Patients with the Patients' friends, this being the duty of the Medical Officers, the Steward, and the Matron.

## 2. DUTIES AT PARTICULAR HOURS.

At 6 a.m. in  
Summer, and not  
later than 7 a.m.  
in Winter.

167. The Attendants shall unlock the bed-room doors of all the Patients who are in a fit state to be at large; they shall then wash and dress the helpless Patients, and carefully examine them, in order that any sore or discolouration of the skin, or other change may be observed and reported to the Resident Medical Superintendent at his first morning visit, or immediately if the case appear to require it.

At 8 a.m.

168. The Patients shall have breakfast; and especial care shall be taken that those who are sick and in their bed-rooms be properly supplied.

169. Immediately after breakfast, the Attendants shall continue the thorough cleansing of the day-rooms, wards, and bed-rooms, where not completed; and shall remove all foul linen, and all

dirt and litter of every kind, and the bed-rooms shall be left open for ventilation, until the beds are made, which shall be completed by 10 A.M.

170. All the Patients selected for attending Chapel or for employment shall be ready to go with the several Attendants and Servants under whose care they are to be occupied. At 9 a.m.

171. The Attendants shall have now completed the cleansing and proper arrangement of their several departments, and shall be neatly dressed. At 11 a.m.

172. The second Attendant in each Ward shall be in readiness, when the bell rings, to receive from the kitchen the Patients' dinners. At a quarter to  
1 p.m.

173. The Patients shall dine ; and care shall be taken that every Patient have a proper supply of food, in accordance with the Diet Table, or the directions of the Resident Medical Superintendent. The helpless shall have their food divided into small pieces, and when necessary, they shall be fed. The food of Patients who are in their rooms shall be taken to them by the Attendants, and not by Patients. At 1 p.m.

174. Two of the Attendants on each side of the Hospital shall dine in the Attendants' dining-room, At 2 p.m.

(the third remaining with the Patients), and immediately after their return to their respective Wards, the other Attendant shall dine in like manner, but the Patients shall not be left without an Attendant.

<sup>At half-past 2 p.m.</sup> 175. All the Patients selected for employment shall be ready to go with the several Attendants and Servants under whose care they are to be occupied.

<sup>At 5 p.m.</sup> 176. The Male and Female Patients shall have tea, after which they shall be encouraged to read, or enter into any of the amusements provided for them.

<sup>At 8 p.m.</sup> 177. The Patients shall be put to bed, and their clothes taken out of their bed-rooms ; their bedroom doors shall then be locked, and the gas turned off.

<sup>At this hour.</sup> 178. The night Attendants shall enter on their duties ; after which the Attendants who have completed their several duties shall be at liberty to leave their respective Wards.

<sup>At 10 p.m.</sup> 179. All the Attendants and Servants who have been out for the evening, with permission, shall have returned to the Hospital ; and at this hour all Attendants and Servants, except the Night Attendants, shall be required to retire to rest.

### 3. DUTIES ON PARTICULAR DAYS.

180. The Attendants shall see that all the Patients be dressed with neatness, and that those who are directed to be taken to Chapel be ready in time, and be properly supplied whilst in Chapel with Prayer Books and Hymn Books. On Sundays.

181. Patients attending Chapel who are subject to sudden excitement, shall, as far as practicable, be seated with one or more Attendants near the door, so that when requisite they may easily be removed.

182. No work shall be done which can with propriety be delayed, and care shall be taken that the day be spent in a decorous and becoming manner.

183. Every Male Patient shall be shaved, Tuesdays and Saturdays. unless otherwise directed by the Resident Medical Superintendent.

184. The Female Patients are visited on the On Wednesdays. first and third Wednesday, and the Male Patients on the second and fourth Wednesday in every Month, between the hours of Ten and Twelve o'clock in the forenoon.

On Saturdays.

185. Every Patient, with such exceptions as the Medical Officers shall direct, shall have a bath, the temperature of which shall not be below 90, or above 98 degrees, unless by special order. Each Patient shall remain separately in the bath long enough for the purpose of cleanliness, and on being taken out shall be rubbed until quite dry.

186. The Chief Attendant in each ward shall receive from the store-rooms the soap, candles, &c., required in the wards during the week.

187. The Attendants shall fetch from the storeroom the clean linen and clothing of their respective Patients.

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#### NIGHT WATCH.

188. The first duty of the Night Attendants shall be to examine the list of Patients requiring particular attention, and to ascertain that the food and medicine directed to be given them during the night have been provided and left ready for use.

189. They shall go through the wards at least once in every hour during the night, and shall give proof of their having done so by registering their attendance on the night clocks.

190. They shall carefully execute all the orders given them by the Resident Medical Superintendent for their observance during the night, and they shall endeavour to sooth all Patients who are restless, and shall supply their wants as far as may be prudent. They shall also take care that those Patients who will not remain in bed, be provided with a sufficiency of warm night clothing.

191. They shall watch with especial care all Patients who are suicidal, or who in any respect require particular attention.

192. They shall summon the Resident Medical Superintendent on the occurrence of any unusual event, or whenever any Patients shall appear to them to require immediate medical care.

193. They shall perform their duties with the least possible noise, and shall have with them at all times a light in the lantern provided for their particular use.

194. They shall call up the Attendants whose duty it is to take part in the Night-watch, at Two o'clock every morning, and the other Attendants and Servants every morning at the appointed hour ; and when the Attendants have taken charge of the wards, they shall send to the Resident Medical

Superintendent, a Report of the state of the wards and of the Patients during the night, and shall also report to the Steward or Matron, any irregularity they may have discovered, such as water or gas not turned off, Patients' bed-rooms left unlocked, &c., after which their duties for the occasion shall terminate.

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### OTHER SERVANTS.

195. There shall be a Cutter of Provisions, a Needle-room Maid, a Cook, a Kitchen-maid, two House-maids, one under House-maid, five Laundry-maids, and such other Servants as shall from time to time be required.

196. Their duties shall be in accordance, as far as practicable, with the nature of their respective appointments; in addition to which they shall severally perform such other duties as shall from time to time be required of them; and they shall be severally responsible for the safety and proper treatment of any Patients who may be placed in employment under them.

197. The Cutter of Provisions, and all Male Servants, not having the charge of the Patients,

shall be under the control of the Steward. The Needle-room Maid, the House-maids, the Cook, the Kitchen-maid and Laundry-maids, shall be under the control of the Matron, except with reference to the treatment of Patients under their care, wherein they shall be under the control of the Resident Medical Superintendent.



